



Process to review “R” code report

Month 1

Requisition
submission
and approval

- Agency submits “R” coded order for IT good or service via eVA

15th of month 2

Report
agency IT
purchases

- SCM identifies agency “R” coded IT goods and services orders
- SCM reviews report and removes items it deems should have been coded “V”
- SCM provides spreadsheet noting items it believes should have been coded “V” to AITRs via email with copies to CAMs (considering internet posting)

30th of month 2

Review
agency
purchases

- AITRs review agency purchases that SCM believes should be coded “V”
- AITRs agree with “V” code or provide explanations for items agency deems should remain coded “R”
- AITRs return completed spreadsheet with comments to SCM

15th of month 3

Document
“R” coded IT
purchases

- Based on AITR input, SCM identifies orders inappropriately coded “R” that must be coded “V” and are subject to the VITA rate (5.43% of purchase order value)
- SCM sends list of documented orders with new “V” coded items to AITRs and VITA Finance with copies CAMs

Next billing cycle

Bill agency for
non-compliant
IT purchases

- VITA Finance bills agencies the current VITA rate for IT goods and services that now are “V” coded